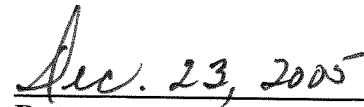

Approved for Release
Deborah A. Jefferson
Director for Human Resources
Management


Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #026, FY05, 5 CFR Part 576;
5 CFR 831.114; 5 CFR 842.213**

SUBJECT: New Office of Personnel Management (OPM) Forms and Instructions for Reporting on the Use of the Voluntary Early Retirement Authority and the Voluntary Separation Incentive Payment Authority

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Only if applicable

BACKGROUND: The Chief Human Capital Officers Act of 2002 provided expanded authorities for agencies to request Voluntary Early Retirement Authority (VERA) based on the need to delayer, restructure, reshape, or downsize their workforces and to request OPM approval to provide Voluntary Separation Incentive Payment (VSIP) offers to their employees. Agencies are using these flexibilities as part of their overall strategic planning processes and are making offers to ensure they have the right people in the right jobs, close skill gaps, and transform their workforces to meet their changing mission needs.

To ensure that these authorities are being used properly, OPM has revised the required quarterly and final report forms to include a series of questions that will be useful in helping to gain greater insight as to whether an agency's use of these flexibilities is achieving the intended result.

PURPOSE: The purpose of this HR Bulletin is to distribute OPM's new reporting forms and updated reporting instructions.

PROCEDURES: Please begin using the new forms when you submit your first quarterly report(s) for fiscal year 2006. Please send the required forms to OPM as directed in the attached instructions by the deadlines listed. Please also send a copy

simultaneously to Joan Jorgenson by fax at (202) 482-3160 or e-mail at jjorgenson@doc.gov for Departmental records.

REFERENCES: 5 CFR Part 576; 5 CFR 831.114; 5 CFR 842.213.

OFFICE OF POLICY AND PROGRAMS: Felicia Purifoy, Director,
fpurifoy@doc.gov, (202) 482-5291

PROGRAM MANAGER CONTACT INFORMATION: Joan Jorgenson,
jjorgenson@doc.gov, (202) 482-4233

Attachment

**INSTRUCTIONS FOR REPORTS TO OPM
USE OF VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AUTHORITY**

1. Agencies must provide quarterly and final VSIP reports on a timely basis so that OPM can track and evaluate trends, help anticipate staffing needs in OPM's Retirement and Insurance Service (to allow prompt processing of retirement applications), and meet other reporting requirements.
2. Types of Reports
 - (a) Quarterly Interim Reports: An interim report is due 30 days after the end of each quarter following approval of the authority. The quarterly report should include data specific to the quarter which just closed as well as cumulative fiscal year data (as of the end of the fiscal quarter that the report covers). At the beginning of a new fiscal year, the report should include data concerning VSIP in the new fiscal year only (i.e., there is no need to report cumulative data which covers multiple fiscal years).
 - (b) Final Report: A final report is due 60 days following the closing date of the authority.

CONTENT OF REPORTS

1. Each report to OPM on the use of a VSIP must contain the information in the enclosed sample reporting format.
2. Agencies must use the reporting format included with the authority. (Do not use an old report format with new authority reports.)
3. Agencies are advised to carefully review this reporting format before offering VSIPs in order to anticipate and track the data required in this report.
4. Agencies should submit a completed report to OPM even if there were no VSIPs during the quarter. Otherwise, OPM cannot determine whether the agency had no activity, the agency failed to report, or the report was not complete when it reached OPM. Reports should cover activity occurring only during the period of the authority.
5. OPM may suspend or terminate an authority if the agency fails to comply with the reporting requirements included in the authority.

WHERE AND WHEN AGENCIES SHOULD REPORT

1. Please mail reports to:

Office of Personnel Management
Marta Brito Pérez
Associate Director
Division for Human Capital Leadership and Merit System Accountability
Room 7470
1900 E Street, NW
Washington, DC 20415

2. Agencies can also fax the reports to (202) 606-1798 or (202) 606-2663.
3. Reporting Schedule

QUARTER	QUARTER ENDING DATE	REPORT DUE BY
First	December 31	January 30
Second	March 31	April 30
Third	June 30	July 30
Fourth	September 30	October 30
FINAL Report (due 60 days following the closing date of the authority)		

**REPORT TO OPM
USE OF VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AUTHORITY**

Department or Agency: _____

Component(s): _____

VSIP Authority Number: _____

Date of Report: _____ QUARTER 1st 2nd 3rd 4th (*circle quarter*)

VOLUNTARY SEPARATION INCENTIVE PAYMENTS

	QTR TOTAL	FY TOTAL
1. Total number of VSIPs available	_____	_____
2. Total number of employees offered VSIPs	_____	_____
3. Total number of employees who accepted VSIPs and separated by:		
(a) Optional Retirement	_____	_____
(b) Voluntary Early Retirement	_____	_____
(c) Resignation	_____	_____
4. VSIPs paid during the quarter:		

Geographic Location	Organizational Unit	Occ. Series	Grade Level	# of VSIPs
Total Number of VSIPs Paid				

5. Additional questions:

- (a) How has this VSIP impacted the shape of your workforce?
- (b) Did the VSIP have the desired results? Why or why not?
- (c) What is the average cost of VSIPs paid during the quarter?

Note: All agencies should use this form. This form supercedes previous reporting requirements.

Enclosure 1

**INSTRUCTIONS FOR REPORTS TO OPM
USE OF VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)**

1. Agencies must provide quarterly and final VERA reports on a timely basis so that OPM can track and evaluate trends, help anticipate staffing needs in OPM's Retirement and Insurance Service (to allow prompt processing of retirement applications), and meet other reporting requirements.
2. Types of Reports
 - (a) Quarterly Interim Reports: An interim report is due 30 days after the end of each quarter following approval of the authority. The quarterly report should include data specific to the quarter which just closed as well as cumulative fiscal year data (as of the end of the fiscal quarter that the report covers). At the beginning of a new fiscal year, the report should include data concerning VERA in the new fiscal year only (i.e., there is no need to report cumulative data which covers multiple fiscal years).
 - (b) Final Report: A final report is due 60 days following the closing date of the authority.

CONTENT OF REPORTS

1. Each report to OPM on the use of a VERA must contain the information in the enclosed sample reporting format.
2. Agencies must use the reporting format included with the authority. (Do not use an old report format with new authority reports.)
3. Agencies are advised to carefully review this reporting format before offering early retirements in order to anticipate and track the data required in this report.
4. Agencies should submit a completed report to OPM even if there has been no early retirement activity in the agency. Otherwise, OPM cannot determine whether the agency had no activity, the agency failed to report, or the report was not complete when it reached OPM. Reports should cover activity occurring only during the period of the authority.
5. OPM may suspend or terminate an authority if the agency fails to comply with the reporting requirements included in the authority.

WHERE AND WHEN AGENCIES SHOULD REPORT

1. Please mail reports to:

Office of Personnel Management
Marta Brito Pérez
Associate Director
Division for Human Capital Leadership and Merit System Accountability
Room 7470
1900 E Street, NW
Washington, DC 20415

2. Agencies can also fax the reports to (202) 606-1798 or (202) 606-2663.
3. Reporting Schedule

QUARTER	QUARTER ENDING DATE	REPORT DUE BY
First	December 31	January 30
Second	March 31	April 30
Third	June 30	July 30
Fourth	September 30	October 30
FINAL Report (due 60 days following the closing date of the authority)		

**REPORT TO OPM
USE OF VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)**

Department or Agency: _____

OPM Early Retirement Authority Number: _____

Date of Report: _____

QUARTER 1st 2nd 3rd 4th (circle quarter)

VOLUNTARY EARLY RETIREMENTS

QTR TOTAL FY TOTAL

1. Number of eligible employees who received a VERA offer under this authority:

(a) VERA offer with a VSIP	_____	_____
(b) VERA offer without a VSIP	_____	_____

2. Early retirements data:

(a) Retired early with a VSIP	_____	_____
(b) Retired early without a VSIP	_____	_____
(c) Average age	_____	_____
(d) Average grade	_____	_____

3. Was reduction in force (RIF) used?

_____ NO (go to #5) _____ YES (complete 4 & 5)

4. Number of employees affected by reduction in force (RIF):

(a) Total RIF separations	_____	_____
(b) Total RIF downgrades	_____	_____
(c) Total RIF reassignments	_____	_____

5. Other non-RIF attrition during the VERA window:

(a) Retirements	_____	_____
(b) Resignations	_____	_____
(c) Transfers	_____	_____
(d) Other separations	_____	_____
(e) Total separations in (a)-(d)	_____	_____

6. Additional questions:

- (a) How has this VERA impacted the shape of your workforce?
- (b) Did the VERA have the desired results? Why or why not?

Note: All agencies should use this form. This form supercedes previous reporting requirements.